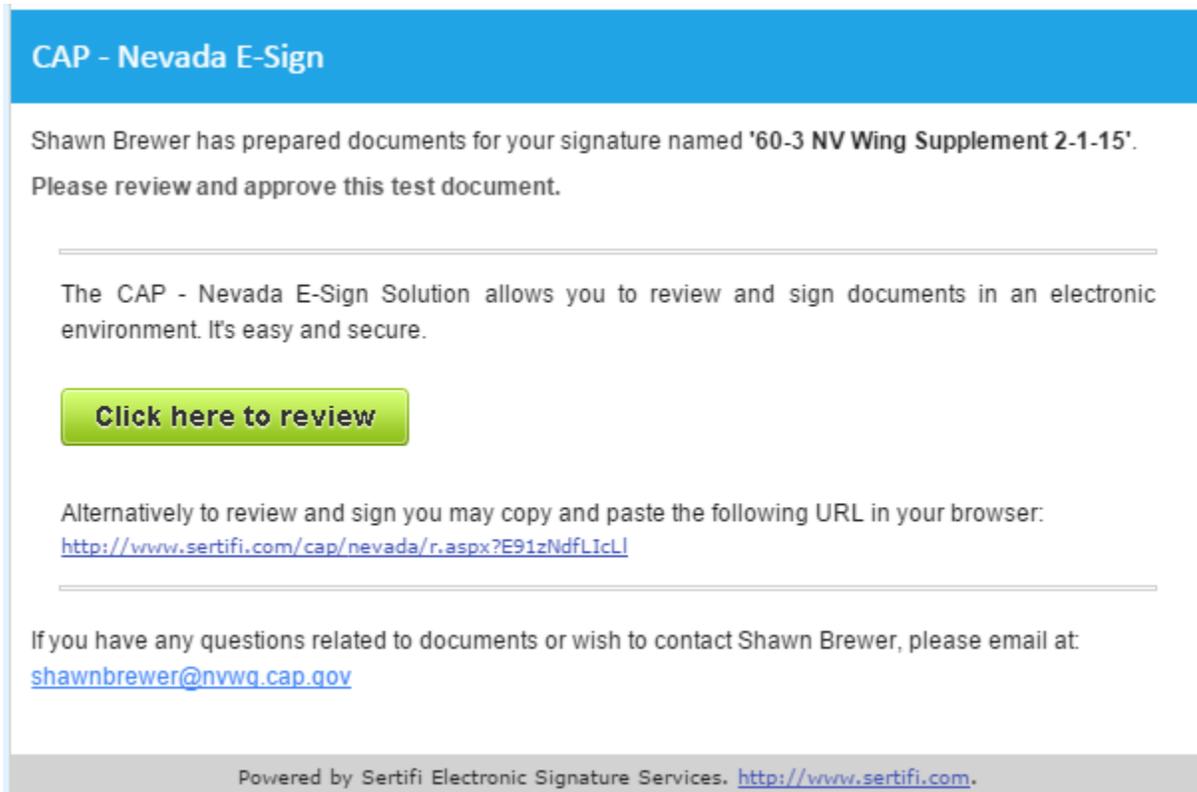


How to Use Sertifi

Sertifi is a secure, server-based system which CAP has officially adopted for electronically signing documents. Until now it has been used primarily by Finance to formally approve matters like invoice payment. However, additional uses for Sertifi are being discovered and its use will increase. Therefore, it is important that Staff Officers outside of Finance know how to respond to a Sertifi request.

You will know you have received a Sertifi request when you receive an email which looks something like this:



The image is a screenshot of an email notification from Sertifi. At the top, there is a blue header bar with the text "CAP - Nevada E-Sign" in white. Below the header, the main content area has a white background with a thin border. The text reads: "Shawn Brewer has prepared documents for your signature named '60-3 NV Wing Supplement 2-1-15'. Please review and approve this test document." This is followed by a horizontal line. Below the line, it says: "The CAP - Nevada E-Sign Solution allows you to review and sign documents in an electronic environment. It's easy and secure." Underneath this is a green button with the text "Click here to review" in white. Below the button, it says: "Alternatively to review and sign you may copy and paste the following URL in your browser:" followed by a blue hyperlink: "http://www.sertifi.com/cap/nevada/r.aspx?E91zNdfLIcLl". Another horizontal line follows. At the bottom of the main content area, it says: "If you have any questions related to documents or wish to contact Shawn Brewer, please email at: shawnbrewer@nvwq.cap.gov" with a blue hyperlink. At the very bottom, there is a grey footer bar with the text: "Powered by Sertifi Electronic Signature Services. http://www.sertifi.com."

Depending on the capabilities of your own email system you may be able to “Click here to review.” If not, then follow the link below. This will take you to the Sertifi server and you will see a page like this:

Before you do anything else, read carefully the note from the sender (Shawn Brewer in this example). She is asking that you review and approve this test document. But there may be other important information in this block. You may be asked to approve the document and then forward a copy to NHQ, for example. This block will always contain your instructions. Your signature will imply that you have executed those instructions.

At this point you should click “Review and Sign” to see the document and respond to the request. Later you can return to this page to enter comments, view the complete list of recipients (“participants”) or download the attached document to your own computer. We will return to these options in a moment. For now, click Review and Sign.”

You will see the document, and at the bottom will be the signature block:

Depending on what is being asked of you, the Approve/Disapprove buttons shown above may or may not be present. When the originator first creates the Sertifi request, she can decide whether the Approve/Disapprove buttons should be included (this decision is for the originator, not the recipient). The bottom portion of the originator’s Send File page looks as follows:

This last field is for longer responses:

Current fields are Name and Email.
Additional custom fields will only be collected for large signature stamps (default type of stamp).

Approval Voting Enable Disable

Approval Quorum

Enter a number to activate. ([More Help?](#))

Set Expiration Date

Would you like to send your signers an email invite to sign this file? Yes Later

Note: You can always send invites later.

Message

Optional

If the Approval Voting buttons **are** present, the recipients are being asked to provide an official approval, and you should carefully review the material before signing.

Below is an example of a Certifi document **without** approval buttons. In this case you are being asked to electronically sign the document merely to provide “proof-of-service” that the document was received and that you took whatever other actions were specified in the note from the sender (e.g. “post on the website”).

SIGN
HERE

(Type Name)

miller@nvwg-cap.gov

Comments:

Submit Here

I am applying an e-signature in my name to this document and have read the [Consumer Disclosure](#)

Submit Electronically

Such a proof-of-service is required for certain documents during a Compliance Inspection.

Whether an approval is requested or not, you are not required to sign the document immediately, but be sure to save the email with the link to return to this page at a later time. The “Submit Electronically” button will not work until all the other boxes have been completed, so if you do not see something happening, look for a box that you forgot to fill.

At the top of the page there is a PDF button labeled "Printable Version." This is where you can download a copy of the document for your personal files. You may want to do this before you sign the document.

If you are not ready to sign, you can click the "Exit" button at the upper right corner, or you can click the back arrow to go back to the first page:

The screenshot displays a digital document review interface. On the left side, under the heading "Sender", there is a profile for Shawn Brewer, including his email address (shawnbrewer@nvwg.cap.gov) and phone number ((775) 358-4848). A message bubble from Shawn Brewer, dated 03/05/2015 12:34 PM CST, contains the text "Please review and approve this test document." Below the message is a text input field labeled "Post any questions/comments" and a "Post" button. A link labeled "Attach File" is positioned below the input field. On the right side, a "Signature Documents" panel is visible, showing a document titled "60-3 NV Wing Supplement 2-1-15" with a "Review and Sign" button. Below this panel is a "Participants" section with an "Add" button.

Here you can enter questions/comments. For example, if you would like changes to be made before signing, just type in your concerns and suggestions. Be sure to click the "Post" button when you are finished. Sertifi is designed to provide a "negotiation" tool, and all comments are retained on the server, in the order created. Every comment will generate a new email to **all** the participants with a link to review the entire conversation. In this way a consensus can be reached and the entire dialog is preserved on the server for future reference. So do not sign if you are not satisfied. Just click the back arrow and enter your questions/comments. If you receive additional emails, click the link to be taken to the negotiation dialog to see where you and the other participants stand.

You can also click the blue link above the "Review and Sign" button to see a status of the process. You will see a screen similar to this:

60-3 NV Wing Supplement 2-1-15

Document Properties

Document ID:	20150305123422364
Document Name:	60-3 NV Wing Supplement 2-1-15
Owner:	Shawn Brewer
Upload Date:	03/05/2015 12:34 PM CST
Using File Password:	No
Filename:	60-3 NV Wing Supplement 2-1-15.pdf

[Download Original Document](#)

Links

[Click here to review and sign](#)

Signatures Received

This document has not been signed

Awaiting Signatures From

Signers	Type
miller@nvwg.cap.gov	1st Signer 

CC Users

Email
shawnbrewer@nvwg.cap.gov

You can download the document from here, click the green link to return to “review and sign,” see who has already signed the document and whose signatures are still required. Note also that there are CC Users who are included for information only and from whom no action is required. If you are a CC User the “Review and Sign” button will not be green, but will look like this:

▼ Signature Documents

 **NV WING CRISIS COMMUNICATIONS PLAN**
 Created on 03/05/2015 11:15 AM CST
 Awaiting signatures from other signers

► Participants [Add](#)

The grey button is not clickable. This indicates that no action is required of you, but you can still click the blue link to see the document.

To summarize:

- Never ignore a Sertifi email. The sender has tools on the server to track who has responded and who has not, and you will simply delay the process and receive new reminder emails.
- There may or may not be Approve/Disapprove buttons. This indicates whether approval is required or merely proof-of-service.
- You do not need to sign immediately if you need to research the matter, but save the email as it is your only path to get back to your signature page. If you lose it, contact the sender and she can send you a new link.

Finally, after you use this process for a while you may see applications where you would like to use the process yourself. There are a limited number of authorized senders (usually Wing Administrators), but you can simply send a document to an authorized sender along with instructions as to what you wish to accomplish. The authorized sender will then start the process you requested and obtain all the signatures on your behalf. When the process is complete, you can download a document with all the required signatures for your files. At the end of the document there will be a block like this:

E-Signed : 11/18/2014 11:01 AM CST
Jay Roberts
 stonecreek01@live.com
 Comments: N/A
 Vote: APPROVED
 IP: 216.7.150.18 **Sertifi Electronic Signature**

E-Signed : 11/18/2014 11:04 AM CST
Timothy Hahn
 tim@thehahns.us
 Comments: N/A
 Vote: APPROVED
 IP: 70.211.76.177 **Sertifi Electronic Signature**

E-Signed : 11/18/2014 11:40 AM CST
Carol L. Lynn
 carol.lynn@nwwg.cap.gov
 Comments: N/A
 Vote: APPROVED
 IP: 169.241.68.1 **Sertifi Electronic Signature**

E-Signed : 11/18/2014 01:17 PM CST
Sadiq Patankar
 sadiqpatankar@yahoo.com
 Comments: N/A
 Vote: APPROVED
 IP: 166.171.248.21 **Sertifi Electronic Signature**
 DocID: 20141118105642194

This is the official, CAP/NHQ-approved method for documenting approvals or proof-of-service.